

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF AIR QUALITY  
AMBIENT MONITORING SECTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**AMBIENT MONITORING SECTION**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

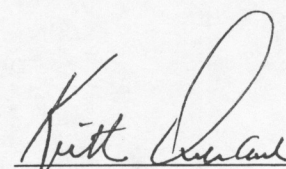
The

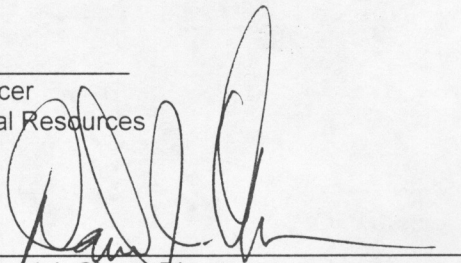
**AMBIENT MONITORING SECTION**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

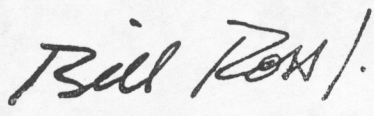
**APPROVAL RECOMMENDED**

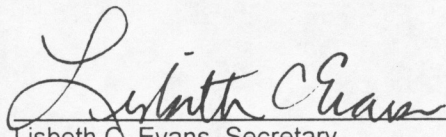
  
Lloyd E. Irman, Jr., Chief Records Officer  
Department of Environment and Natural Resources

  
Keith Overcash, Director  
Division of Air Quality

  
David J. Olson, Director  
Division of Historical Resources

**APPROVED**

  
William G. Ross, Jr., Secretary  
Department of Environment and  
Natural Resources

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

April 29, 2003

AWH

**Department of Environment and Natural Resources  
Assistant Secretary for Environmental Protection  
Division of Air Quality  
Ambient Monitoring Section**

**Administration**

**Item 17366. ENVIRONMENTAL PROTECTION AGENCY (EPA) AND STATE PERFORMANCE**

**AUDITS FILE.** Records concerning audits of air pollution monitors performed by the Environmental Protection Agency (EPA) or Ambient Monitoring Section/Electronics and calibration Branch. File includes audit reports listing precision and accuracy of monitors, results and evaluations of audits, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 40540. SECTION CHIEF'S REFERENCE FILE.** Records in paper and electronic formats concerning the administration of the Ambient Monitoring Section. File includes correspondence, grant requirements, regulations, policies and procedures, budget reports, lists of items insured, Fixed Asset Inventory System (FAIS) inventories, and other related records. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

**Department of Environment and Natural Resources  
Assistant Secretary for Environmental Protection  
Division of Air Quality  
Ambient Monitoring Section**

**Data and Statistics Branch**

**Item 17361. AMBIENT AIR NETWORK FILE.** Records concerning ambient air monitoring stations around the state. File includes air-site descriptions, listings of monitoring equipment used by stations, photographs of sites, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years. Destroy records currently being held for agency in the State Records Center 5 years from date of record.

**Item 17367. AIR QUALITY PARTICULATE AND GASEOUS MONITORING FILE.** Completed monitoring forms submitted by air quality particulate and gaseous monitoring stations listing concentrations of air pollutants emitted. Concentrations of air pollutants emitted are entered into Aerometric Information and Retrieval Database (Electronic) File (Item 34008) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 34008. AEROMETRIC INFORMATION AND RETRIEVAL DATABASE (ELECTRONIC) FILE.** Electronic records concerning concentrations of air pollutants emitted in localities and measured by air quality particulate and gaseous monitoring stations. (File maintenance and backup procedures conducted by division's Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**Item 34009. AIR QUALITY PARTICULATE AND GASEOUS MONITORING (PRINTOUTS) FILE.** Computer generated printouts listing concentrations of air pollutants emitted in localities and measured by each air quality particulate and gaseous monitoring station. Records are generated from Aerometric Information and Retrieval Database (Electronic) File (Item 34008).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 40542. ACID DEPOSITION DATABASE (ELECTRONIC) FILE.** Electronic records concerning North Carolina acid deposition data obtained from the National Atmospheric Deposition Program/National Trends Network (NADP/NTN) program database. Electronic file includes wet disposition, dry disposition, and pH data. (File maintenance and backup procedures conducted by division's Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Department of Environment and Natural Resources  
Assistant Secretary for Environmental Protection  
Division of Air Quality  
Ambient Monitoring Section**

**Data and Statistics Branch**

**Item 40547. OZONE PRECURSOR HYDROCARBON DATABASE (ELECTRONIC) FILE.**

Electronic records concerning hydrocarbon sampling. Electronic file includes statistical summaries, hydrocarbon sampling data, and other related records. (File maintenance and backup procedures conducted by division's Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office after 12 years.

**Department of Environment and Natural Resources  
Assistant Secretary for Environmental Protection  
Division of Air Quality  
Ambient Monitoring Section**

**Electronics and Calibration Branch**

**Item 34010. CERTIFICATIONS FILE.** Completed forms listing air monitoring equipment model numbers, locations, certification data, and other related information. (Information is used to certify that air monitoring equipment meets Environmental Protection Agency (EPA) standards.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**Item 34011. ENVIRONMENTAL PROTECTION AGENCY (EPA) AND STATE PERFORMANCE AUDITS FILE.** Records concerning audits of air pollution monitors performed by the Environmental Protection Agency (EPA) or Electronics and Calibration Branch. File includes reference copies of audit reports listing precision and accuracy of monitors, results and evaluations of audits, and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**Department of Environment and Natural Resources  
Assistant Secretary for Environmental Protection  
Division of Air Quality  
Ambient Monitoring Section**

**Projects and Procedures Branch**

**Item 17360. PREVENTION OF SIGNIFICANT DETERIORATION AND SELF-MONITORING AMBIENT MONITORING FILE.** Records concerning reviews of each facility conducting self-monitoring of ambient air. File includes self-monitoring plans, procedures, letters of response, air pollution emissions data, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 17365. SYSTEM AUDITS FILE.** Audit reports of air monitoring systems listing results and evaluations of local programs and regional offices , and other related information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 40554. CORRESPONDENCE (ADMINISTRATIVE) FILE.** Records in paper and electronic formats concerning correspondence regarding budgets, contracts, and purchasing of special air quality items. (File maintenance and backup procedures conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

**Item 40555. OZONE PRECURSOR HYDROCARBON DATA FILE.** Records in paper and electronic formats concerning ozone precursor hydrocarbon. File includes chromatograms, sampling data sheets, calibration records, standards, and other related records. (File maintenance and backup procedures conducted by division's Information Technology Services.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when administrative value ends. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Department of Environment and Natural Resources  
Assistant Secretary for Environmental Protection  
Division of Air Quality  
Ambient Monitoring Section**

**Projects and Procedures Branch**

**Item 40559. QUALITY ASSURANCE FILE.** Records concerning system audits of regional and local quality assurance programs. File includes standard operating procedures (SOP's) for current and obsolete ambient testing equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.